



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Pharmacy
Sub-Section:

TITLE: Active Drug Distributor and Drug Distributor Registrant License Files

CUTOFF:

DESCRIPTION: Active Drug Distributor and Drug Distributor Registrant License Files - In-state and out-of-state drug distributors and drug distributor registrants that are currently licensed

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3550

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Application submitted by provider of a continuing education program

CUTOFF:

DESCRIPTION: Application submitted by provider of a continuing education program

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3549

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Closed Drug Distributor and Drug Distributor Registrant License Files

CUTOFF:

DESCRIPTION: Closed Drug Distributor and Drug Distributor Registrant License Files - Closed in-state and out-of-state drug distributors and drug distributor registrants due to out of business status or their failure to meet all licensure/registration and /or renewal requirements

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3552

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Pharmacy
Sub-Section:

TITLE: Closed Intern Pharmacist License Files

CUTOFF:

DESCRIPTION: Closed Intern Pharmacist License Files - Intern Pharmacist application files of individuals that did not complete process through to licensure as a pharmacist

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3546

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Closed Investigation Files

CUTOFF:

DESCRIPTION: Closed Investigation Files - Complaints that have been investigated, reviewed by the board, decision rendered and carried out, and file closed

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3561

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Closed Litigation Files

CUTOFF:

DESCRIPTION: Closed Litigation Files - Complaints litigation files where disciplinary action was imposed, includes all compliance information

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13571

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Pharmacy
Sub-Section:

TITLE: Closed Pharmacy Permit Files

CUTOFF:

DESCRIPTION: Closed Pharmacy Permit Files

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3544

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Collection Voucher Files

CUTOFF:

DESCRIPTION: Collection Voucher Files - Vouchers to collector of revenue on monies collected from license fees, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3554

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Disbursing Voucher Files - Payment requisitions to comptroller

CUTOFF:

DESCRIPTION: Disbursing Voucher Files - Payment requisitions to comptroller. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3556

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Pharmacy
Sub-Section:

TITLE: Fund Allocation Files

CUTOFF:

DESCRIPTION: Fund Allocation Files - Quarterly notices from budget and comptroller on amount of appropriated monies available. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3558

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: License/Permit/Registration Renewal Application Forms

CUTOFF:

DESCRIPTION: License/Permit/Registration Renewal Application Forms - Active and inactive pharmacists, interns, technicians, pharmacy permits, drug distributors and drug distributor registrant renewal application forms

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3542

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Licensure Examination Register

CUTOFF:

DESCRIPTION: Licensure Examination Register - Chronological register of all examinees including their signature, address, age, type of examination taken, place, date, score and pass/fail

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3545

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Pharmacy
Sub-Section:

TITLE: Numerical Ledger of Pharmacists' Licenses

CUTOFF:

DESCRIPTION: Numerical Ledger of Pharmacists' Licenses - All licenses granted to pharmacists through examination and reciprocal agreement with other states

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3553

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Original Application

CUTOFF:

DESCRIPTION: Original Application - Contains education and training qualifications required for licensure in the state of Missouri for Pharmacists, Intern Pharmacists and Pharmacy Technicians

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3547

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Pharmacy Technician Registration Files

CUTOFF:

DESCRIPTION: Pharmacy Technician Registration Files

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3541

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Pharmacy
Sub-Section:

TITLE: Registered Pharmacists' License Files

CUTOFF:

DESCRIPTION: Registered Pharmacists' License Files

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3540

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: State Board of Pharmacy Meeting Minutes and Conference Calls

CUTOFF: EOSFY

DESCRIPTION: State Board of Pharmacy Meeting Minutes and Conference Calls

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 13573

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001
